

# **I N T E R N S H I P**

## ***CITY OF BOSTON PARKS AND RECREATION DEPARTMENT***

### **Marketing Department – Graphic Design**

Intern will report to the Marketing Director and Senior Graphic Artist. The Marketing Department has a clear understanding of what the student should gain from the internship experience and how it complements the formal academic process. The intern will be exposed to the core responsibilities necessary for a future position in the graphic design/advertising field. The Department will assist with the preparation of resume and design samples.

This internship will provide broad exposure to all facets of design and graphic production in a busy city government department including co-production of advertisements, informational literature, posters, and brochures.

Specific duties will include:

- Assist with production of graphic designs
- Assist with marketing material design
- Assist with sign and logo design
- Assist with creation of photography archives
- Assist with event documentation through photography
- Assist with execution of special events

AVAILABLE:	Annually spring and fall semesters and summer
HOURS:	20-25 hours per week (flexible)
SALARY:	Unpaid
TRANSPORTATION:	A car is easiest, however our offices are accessible by public transportation.
DRESS CODE:	Casual, except for client meetings and some events, which may require business attire.

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